**FROM:**Department/Agency Heads

**TO:**All Staff

**CONTENT:**Announcing the 2021 Campaign

**DATE TO SEND:**Late August/early September (Subject to change if Kick-off is October)

**SUBJECT:** 2021 Combined Federal Campaign Kickoff

Dear colleagues:

As public servants here at [DEPT/AGENCY], you understand the generous nature of our federal community. And that generosity extends beyond our employment into the Combined Federal Campaign (CFC). Overseen by the Office of Personnel Management (OPM), the mission of the CFC is to promote and support philanthropy through a program that is employee focused, cost-efficient, and effective in providing federal employees and retirees the opportunity to improve the quality of life for all.

This year, the CFC celebrates its 60th anniversary. President Kennedy formalized the CFC with an Executive Order in 1961. And since its inception, the CFC has raised more than $8.5 billion for charities and people in need. These CFC pledges make a real and meaningful difference to a countless number of individuals throughout our communities, the nation, and the world.

Last year, federal employees heard the urgent call to action and responded by giving generously from their hearts. Here in the [Zone Name] the federal community pledged more than [$Number] million to charities through the CFC! And right here in [DEPT/AGENCY], employees pledged [AMOUNT] for an average gift of [$Number]. As we recover from the challenges of the past year, and meet the new challenges of 2021 and beyond, the need for your support is even greater. Can we count on you to help us reach our goal of [AMOUNT]?

Celebrate 60 years of giving with me – consider pledging a $60 recurring gift at [GiveCFC.org](https://givecfc.org/). With our combined efforts as employees of [DEPT/AGENCY], we will make a difference when we pledge together.

If you have pledged before, the online giving platform makes it easy to renew your gift. If you are new to the CFC, talk to your Keyworker, or visit [GiveCFC.org,](https://givecfc.org/) to learn how you can join the community. There are countless causes to choose from and multiple ways to pledge. Your gift remains anonymous unless you choose otherwise, and the contributions you make will support charities through unrestricted funds, helping them respond wherever the need is the greatest.

Thank you for being the face of change for charitable causes like helping communities recover from disaster, supporting military families, ensuring education for all, and making a positive difference.